

Job Title: ADMINISTRATIVE ASSISTANT

Industry: Manufacturing and Distribution (HVAC Hydronic Specialty Products)

Reports to: Operations Manager **Department** **Office**

Classification: Non-Exempt **Location:** Hatfield, PA

Date: 08/15/17 **Work Schedule:** Part Time, Monday - Friday

Job Summary:

The primary function of the Administrative Assistant is to maintain orderly office flow and provide information management support. This person must be self-motivated, possess a strong attention to detail, manage time efficiently, work well in a small-company team atmosphere, and positively represent the Company to others.

Essential Job Functions:

- 1) Answers the telephone in a professional and courteous manner.
- 2) Invoices customer orders within company systems and emails invoices to customers.
- 3) Assists in the accounts payable process by processing payable checks and filing paid invoices.
- 4) Assists in the accounts receivable process by sending monthly statements to customers of open invoices.
- 5) Prepares Sales and On-Time Delivery reports for distribution.
- 6) Prepares sales status reports by collecting and analyzing information.
- 7) Maintains and updates Sales Representative contracts and files.
- 8) Prepares Sales and Marketing literature for distribution.
- 9) Prepares office mail and company email communications.
- 10) Maintains and updates the Vacation and Conference Room calendars.
- 11) Makes travel and lodging reservations for employees and guests.
- 12) Ensures operation of office equipment by completing preventive maintenance requirements and calling for repairs, trouble-shooting malfunctions and evaluating new equipment and techniques.
- 13) Maintains office supplies inventory by checking stock to determine inventory level; anticipate needed supplies, and places and expedites order for supplies.
- 14) Welcomes guests and customers by greeting them, in person or on the telephone, and answering or directing inquiries.
- 15) Prepares meeting areas as necessary.
- 16) Performs other administrative work as required and performs additional duties as assigned.
- 17) Contributes to team effort by accomplishing related results as needed.

Minimum Requirements:

- 1) Five years' experience in an office/administrative capacity.
- 2) High proficiency in using personal computer and desktop applications (MS Office-especially Word and Excel, Adobe, etc.)
- 3) Accurate data entry and word processing skills.
- 4) Proven organizational skills and attention to detail.
- 5) Ability to anticipate needs and act accordingly in a team environment.
- 6) Manages time effectively.
- 7) Demonstrates dependability and the ability to work independently.
- 8) Exhibits professionalism and an outgoing and personable manner.